



Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

Opening Date:	April 18, 2014	Closing Date:	May 1, 2014
Job Title:	Summer Employment - Clerical	Position Type:	Temporary Full Time (90 Days)
PIN:	TBD (9 Positions)	FLSA Status:	Non-Exempt
Location:	District 1, Baltimore City (Various Locations)	Salary:	\$7.25 per hour (No State Benefits)

Essential Functions: Performs a variety of clerical tasks such as filing, duplicating and stripping records; Opens, sorts, enters and distributes mail; Provides the public with forms/brochures and instructions for completion; Explains procedural guidelines; Processes Civil/Rent cases and Criminal/Traffic cases eligible to be expunged (removed from public inspection); and Other duties as assigned.

Preferred: Minimum of 1 year of clerical experience.

Skills/Abilities: Ability to file using alpha and numeric filing systems and to sort, process, verify, proofread and file miscellaneous reports and documents. Ability to operate various types of office equipment and perform routine functions on a personal computer or terminal. Ability to communicate effectively with the public and court personnel and provide information in person and on the telephone. Ability to understand written and oral instructions. Ability to sit for long periods and lift or move boxes weighing approximately 25 pounds. Ability to perform essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, PIN number and location. The candidate selected for this position will be subject to a background check. Materials must be received in the Human Resources department at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.